



A not-for-profit corporation providing support, education and service for better communities, parents and kids.

Changes Parent Support Network
Board of Directors Meeting
Group Health Cooperative
August 13, 2007

Directors present: Dennis Dudder (Chair), Curtis Fukushima (Vice Chair), Theresa Fukushima (Treasurer), Norma Castro, and Freda Cook.

Guests present: Doug Graves (Program Director) and Ruth Herold (Consultant)

Meeting was called to order at 7:11 pm.

July minutes accepted.

Chairman's report

- **Update from closing out Executive Director's responsibilities.** All information handed over from Lisa. Dennis gave all info to Ruth. Dennis will give debit card to Theresa. Dennis presented thank yous to Lisa. Dennis checked and the Auction Tracker software is registered to Changes; we have all the processes for checking in. Handed off all files to Ruth.
- **South King County Disbursement.** Dennis met with King. Total distribution will be Des Moines \$275, and Kent \$225, for \$500 for initial distribution. They want us to let them know the Board's intention for the remaining money (remaining \$500). *Action item:* Financial Committee will be formed and will decide how to disburse the remaining \$500 of the grant that will be received toward the end of the year.
- **Webmail.** Dennis contacted Crystal Tech and has sent out webmail accounts. Accounts are active and ready to be used.

Executive Director's report – none

Consultant's report

- **Centralizing operations.** Ruth has set up an office in her home. Has gathered materials from Theresa, Lisa, and Dennis and is setting up files on laptop.
- **Revising policies, procedures and by-laws.** Discussion about approving by-laws.
- **Cultivating leadership.** Discussed striving for Board cultivating, aiming for 7 new members.
- **Addressing fundraising needs.** Ann Richardson, grant writer is available to work with Changes. She has reviewed the website and agreed to work @ \$60/hr. Would require about 10 hours. Recommend \$1000 allocation. There will be a second mailing of the annual campaign.

Program Director report

- **Hosted program committee meeting.** Edited new program documents on support team startup, procedures and assessment. One committee member has resigned, current members consist of Linda Morris, Curtis Fukushima, King Cole and Doug Graves.
- **Visited Redmond group 7/17.** Gave large group presentation.
- **Discussion on contract.** New contract will be retroactive to Aug. 1.
Action item: Ruth will update PD contract per discussion tonight and send it out for discussion.
- Submitted expenses.

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Treasurer report

- Reviewed current financial status and balance sheet.
Action item: Treasurer will continue to collect the mail from PO box.

Vice chairman report – no report.

Fund-raising committee report

- Presented discussion of Annual Campaign. No matching funds have been received yet. \$11,381 total has been received from 82 donators, with 3 gift matches.
- Committee for new fund-raiser: Norma, Freda, Ruth

Membership report

- Picnic Aug. 25. 11-3. Ravenna Park.
- Recommendation to send out a newsletter to group about new fund-raiser, thank you's to donator, photos from picnic.

Old Business

- No minutes from the last two months.
- Dennis sent Jan-April minutes to Stephanie for web. Also the announcement of the picnic.
- Computer insurance.
Action item: Ruth purchase insurance for laptap.

New Business

- Curtis will investigate office space with Wells Fargo.
- Discussion of name tags. Issue deferred until new budget discussion.
- Bylaw review and approval. Discussion deferred to e-mail.
- Identifying a current board member to present new Board nominations. Curtis volunteered.
- Grant writer. Discussion of contract. Contract accepted with changes discussed. New version to be e-mailed around.
- Choose a target date for a fund raiser, tentative Saturday, Nov. 3 date.
- Tentative late year fund-raising mailing to drop Dec. 1.
- Discussion on removing Board member.

Meeting adjourned at 9:45 pm.

Next Board meeting Monday, Sept. 10.